WFEM PARK WEEKLY TASKS CHECK OFF SHEET

**DEPARTMENT OR AGENCY:­­­­­­­­­­­­­­­­­­-** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Door Combination code to get in the storage room between the hours of 8 am until 7 pm is 2 & 4 together followed by 3 and then push ENTER.**

Supplies for cleaning, etc. are located in the storage room or in the room with the rollup door. The keys for the **out building,** rooms, front door, trailer and toilet paper holders are on the **RED** key fob hanging on the right wall next to electric power box, etc. Please call 262/893-9543 or 262/716-7292 if keys are missing. There will be Kwik Trip Gas Cards in a **pink sacho bag** on the Right wall as well. Advise Ron or Jim Luty know if the card is low so we can get new cards. Also write on card amount remaining.

Riding mowers are in the Visitors Center, the walk-behind mowers are in the Out Building. Gas is in the Out building as is the weed eater. Key for the door is on the RED fob hanging in the Visitors Center Storage Room.

**FOLLOWING ARE TASK WE LIKE TO HAVE ACCOMPLISHED:**

\_\_\_\_\_ **PLEASE Complete** the objective sheet and return to Ron Naab [rjnaab@gmail.com].

\_\_\_\_\_ Perform an exterior check of the building, Wall of Honor, Bell Tower, Gazebo, & Bridge.

\_\_\_\_\_ Were any doors unlocked or propped open?

\_\_\_\_\_ Cleaning bathrooms and check toilet paper, etc, empty garbage cans and replace bags. Note any irregularities.

\_\_\_\_\_ Wet mop the floor in the Visitors Center Entrance Room and Hallway.

\_\_\_\_\_ Full garbage bags need to be taken to WRFD Station #2,

\_\_\_\_\_ Clean Visitors Center main room, glass doors and windows along with the countertops.

\_\_\_\_\_ Sweep floor and wet mop floors throughout the building.

\_\_\_\_\_ Check all interior doors are locked, except for Restroom doors.

\_\_\_\_\_ Verify that lights in Visitors Center are operate, these are operated by Motion Sensor and a Timer.

**Note any irregularities:**

There is a Toro and Ariens Zero Turn Mowers along with 2 walk-behind self-propelled mowers. Mower decks to be set at 3.0” unless otherwise specified. Check oil and fuel in all mowers prior to using. Also there is a weed eater that can be used [2-cycle].

\_\_\_\_\_ The boundary map is taped to the right door of the storage room. North and South boundaries can be spotted from the Light poles to the walkways. Aluminum pole on the north endand Green pole on the south end. There are orange marker stacks to show the boundaries.

\_\_\_\_\_ Trim grass along walkways, trees, stones, etc. with weed eater.

\_\_\_\_\_ Pick up branches and place in the trailer, if there are a lot of branches. Branches should be on the top of the grass clippings. This helps with unloading at the correct areas at the Recycling Center.

\_\_\_\_\_ Use walk behinds for narrow area and under the clumps of trees near the road.

\_\_\_\_\_ If grass is more than 4.5” should consider bagging. Dumped Bags of cut grass should be put in the trailer.

\_\_\_\_\_ Pull Weeds and/or spray weeds

\_\_\_\_\_ It would be helpful if the Leaves could get picked up and put in the trailer, these need to be on the bottom of the trailer with grass clippings.

\_\_\_\_\_ Blow clean sidewalks, gazebo and bell area after grass has been cut. There are two 2-cycle blowers.

\_\_\_\_\_ **Take a picture of your group with names so we can put on Facebook page.**

* **If you can empty the trailer,** that would be appreciated, if not, let me know. The full trailer hitch lock is on the RED key fob in the storage room. The pass for the Recycle Centers is in the Utility Trailer box on tongue of the trailer, as is the hitch assembly. **Please put the pass back in the box** and re-attach the hitch lock when finished.

**\*\*\*\*Compost site [Recycle Center]** is on WI-54, across the road from Home Depot and C.R. W. They are open Mon. & Wed. 12 to 7pm and Sat. 8am to 5pm. The other center is located on 17th Avenue. Hours it is open- Tuesday & Thursday - 7:30 am until 6:00 pm; Monday, Wednesday, & Friday - 7:30 am until 2:30 pm; Saturday - 8:00 am until 5:00 pm. Take the second exit at the roundabout which is north of the park (17th Avenue) and follow north past Grand Avenue.

* We ask that you refill the mowers when you are done. If the fuel containers are empty, PLEASE fill at the Kwik Trip on WI-54 east of the hospital. Contact us when the cards are down to $20.00.
* If you arrive prior to 8am, you will need to disarm the Alarm System call Jim Luty at 262/893-9543 or Ron Naab at 262/716-7292, prior to entering the building.
* Cleaning supplies, mops, etc. are located in the storage room. Extra items are in the interior room with the roll up door.
* Be sure the rear storage room door is closed when you leave. As at times it doesn’t close completely.
* Check and lock door to the Storage Out Building.